

Please clip & return this section or fax to 271-1161.



Name: _____

Position: _____

Town: _____

Phone: _____

I / We would like to attend the following sessions:

**** GENERAL SESSION ****

March 23, 2010

**** LIEN SESSION ****

March 25, 2010

of Workbooks @ \$20.00: _____

Session 1 Fee \$20.00 : _____

Session 2 Fee \$20.00 : _____

Total: _____

If possible, please pay in advance.
Make check payable to Treasurer State of
NH or bring exact cash payment.

You may download a free workbook or
update under the workshop section at
[www.nh.gov/revenue/munc_prop/municipal
services.htm](http://www.nh.gov/revenue/munc_prop/municipal_services.htm)

Phone: (603) 271-3397

Fax: (603) 271-1161

Email: ltrenholm@rev.state.nh.us

**HOSTED BY:
NH Department of
Revenue Administration
Municipal Services Division**



**Barbara Robinson, Director
Don Borrer, Assistant Director**

**Sandra Rourke, Advisor
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Jeane Samms, Advisor
Shelley Gerlarneau, Advisor
Michelle Clark, Advisor
Lynn Trenholm, Clerk**

**If you need or prefer an alternate
format of communication, please
contact 271-3397.**

WORKSHOP FOR



TAX COLLECTORS

**Tuesday, March 23, 2010
8:30 to 3:30
Thursday, March 25, 2010
8:30 to 3:30**

**TO BE HELD AT
NH Department of Revenue
109 Pleasant Street
PO Box 487
Concord, NH 03302-0487**

Attached you will find directions to the
workshop, where to park, and a pass that
must be displayed in the windshield.

CONGRATULATIONS!

Welcome to tax collecting in New Hampshire. Few people realize the difficult job you have ahead of you. In cooperation with the NH Tax Collector's Association (NHTCA), we have developed a workbook and workshop for new and inexperienced tax collectors. It will familiarize you with applicable laws, tax collectors duties, security issues, and municipal government. This will be covered in our first session.

At the second session, we will walk you through the tax lien process and will conduct a round table discussion with experienced tax collectors.

A \$20 **workbook** includes information on all of the topics to be presented as well as helpful calendars and pertinent Revenue Rules. A free workbook or an update is available on our website.

The workshop fee is \$20 per day, which includes breakfast pastries and lunch.

Law books will be available for \$30 from the Tax Collectors Association.

AGENDA

1ST SESSION- GENERAL

Tuesday, March 23, 2010

- | | |
|-------------|--|
| 8:30 – 9:00 | Registration |
| 9:00 – 9:30 | Welcome |
| 9:30-12:15 | Tax Collector Duties
Cheryl - Ann Bolouk, Salem |
| 1:00 – 2:00 | Security
Jill Hadaway, Bow |
| 2:00 – 3:00 | Public Officials Ethics
Kim Hallquist, LGC |
| 3:00 – 3:30 | Wrap-Up Session |

2nd SESSION – LIEN

Thursday, March 25, 2010

- | | |
|--------------|--|
| 8:30 – 9:00 | Registration |
| 9:00 - 12:15 | Researching RSA's
Tax Lien Process
Kathy Seaver, Farmington |
| 1:00 – 2:30 | Preparing the MS-61
Cheryl-Ann Bolouk, Salem
Jill Hadaway, Bow
Kathy Seaver, Farmington
Patricia Woolsey |
| 2:30 – 3:30 | Round Table
Discussion |

NH DEPT OF REVENUE ADMIN.
MUNICIPAL SERVICES DIVISION
PO BOX 487
CONCORD, NH 03302-0487